

Office of the
Legislative Fiscal Analyst

FY 2004 Budget Recommendations

Joint Appropriations Subcommittee for
Capital Facilities and Administrative Services

Utah Department of Administrative Services
Overview

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1.0 Summary: Department of Administrative Services

The Department of Administrative Services (DAS) was created in 1981 by the Utah Administrative Services Act. The Act sets forth eight purposes for the Department:

1. Provide specialized agency support services;
2. Provide effective, coordinated management of state administrative services;
3. Clarify the powers and duties of the various administrative services agencies;
4. Serve the public interest by providing services in a cost-effective and efficient manner, eliminating unnecessary duplication;
5. Enable administrators to respond effectively to technological improvements;
6. Emphasize the service role of state administrative agencies in meeting the needs of user agencies;
7. Permit flexibility in meeting the service needs of state agencies;
8. Protect the public interest by insuring the integrity of the fiscal accounting procedures and policies that govern the operation of agencies and institutions to assure that funds are expended properly and lawfully.

	Analyst FY 2004 Base	Analyst FY 2004 Changes	Analyst FY 2004 Total
Financing			
General Fund	8,581,300	2,547,300	11,128,600
General Fund, One-time		300,000	300,000
General Fund Restricted	1,490,000	7,700	1,497,700
Uniform School Fund	(27,300)	27,300	
Transportation Fund	444,400		444,400
Federal Funds	(22,500)		(22,500)
Dedicated Credits	2,238,600	351,500	2,590,100
Restricted Revenue	(38,400)		(38,400)
Trust and Agency Funds		500	500
Transfers	3,268,600		3,268,600
Other Financing Sources	(3,400)		(3,400)
Beginning Balance	522,100		522,100
Closing Balance	(405,100)		(405,100)
Total	\$16,048,300	\$3,234,300	\$19,282,600
Programs			
Executive Director	960,400	(1,600)	958,800
Automated Geographic Reference Ce	360,600	651,500	1,012,100
Administrative Rules	261,200	(600)	260,600
DFCM Administration	3,775,500		3,775,500
State Archives	1,876,600	(3,800)	1,872,800
Finance Administration	9,548,900	(140,600)	9,408,300
Finance - Mandated	482,600		482,600
Post Conviction Indigent Defense	74,000		74,000
Judicial Conduct Commission	226,900		226,900
Finance - Mandated - Retirement	(809,900)	731,500	(78,400)
Finance - Mandated - IT	(2,000,000)	2,000,000	
Purchasing	1,291,500	(2,100)	1,289,400
Total	\$16,048,300	\$3,234,300	\$19,282,600
FTE/Other			
Total FTE	194	9	203

*Growth is a result of
programmatic shift*

The growth shown in the *Analyst FY 2004 Changes* column result from a proposed shift of budget and employees from Internal Service Funds into an appropriated line item. Specifics can be found in the ITS budget behind tab 12.

2.0 Issues

2.1 DAS Historical Comparison

Overall, the DAS budget accounts for 0.6 percent of all tax funds expended in the state of Utah. With a budget of this size, small changes in total appropriations appear to be large changes as a percentage. The FY 1999 budget shows an 18.9 percent increase over the prior year, but most of that change is driven by Y2K funding. When adjusted to account for pass through funds administered by the department, the total DAS budget is actually smaller than it was in 1993 and is twelve percent smaller than it was in FY 1998, the first year in which budget data was consolidated and standardized within a single data collection system. Pass through expenses include the Finance-Mandated program, the Post Conviction Indigent Inmate Fund and the Judicial Conduct Commission. These three programs are funded within the DAS budget but are actually managed by other agencies.

DAS	Total Base Budget	Annual Change	Pass Through Expenses	Total Budget Adjusted	Annual Change	Cumulative Change	Average Change
FY 1998	\$24,729,700		(1,794,400)	\$22,935,300			
FY 1999	\$29,405,900	18.91%	(6,404,200)	\$23,001,700	0.29%	0.29%	0.29%
FY 2000	\$25,554,600	-13.10%	(3,704,600)	\$21,850,000	-5.01%	-4.73%	-2.22%
FY 2001	\$27,361,000	7.07%	(5,529,700)	\$21,831,300	-0.09%	-4.81%	-3.09%
FY 2002	\$27,921,000	2.05%	(5,230,600)	\$22,690,400	3.94%	-1.07%	-2.58%
FY 2003	\$20,845,300	-25.34%	(706,100)	\$20,139,200	-11.24%	-12.19%	-4.50%

Source: Office of the Legislative Fiscal Analyst

The table above includes all appropriated funding sources. If only state funds are considered, the change in the DAS budget is even more dramatic. Since 1998, the Department has given up more than fifty percent of its state funds through program eliminations and the use of alternative funding sources to meet operating needs. The table below considers only state funds, then adds nonlapsing funds to the pass through line.

DAS	State Fund Appropriation	Annual Change	Pass Through Expenses	State Funds Adjusted	Annual Change	Cumulative Change	Average Change
FY 1998	\$20,238,900		1,213,400	\$21,452,300			
FY 1999	\$30,142,500	48.93%	2,079,500	\$32,222,000	50.20%	40.49%	40.49%
FY 2000	\$21,645,800	-28.19%	(978,000)	\$20,667,800	-35.86%	-9.89%	15.30%
FY 2001	\$23,735,900	9.66%	(2,282,300)	\$21,453,600	3.80%	-6.46%	8.05%
FY 2002	\$21,115,100	-11.04%	(5,175,900)	\$15,939,200	-25.70%	-30.50%	-1.59%
FY 2003	\$11,195,700	-46.98%	(620,400)	\$10,575,300	-33.65%	-53.89%	-12.05%

Source: Office of the Legislative Fiscal Analyst

4.0 Additional Information: Department of Administrative Services

	2000	2001	2002	2003	2004
Financing	Actual	Actual	Actual	Estimated*	Analyst
General Fund	21,645,800	23,218,100	20,084,800	10,331,300	11,128,600
General Fund, One-time		517,800	(200)	(1,682,900)	300,000
General Fund Restricted	1,318,700	1,470,900	3,419,400	1,489,500	1,497,700
Uniform School Fund			37,200	(27,300)	
Transportation Fund		450,000	450,500	444,400	444,400
Federal Funds				(22,500)	(22,500)
Dedicated Credits	1,937,300	1,849,100	2,020,300	2,241,800	2,590,100
Restricted Revenue				(38,400)	(38,400)
Trust and Agency Funds					500
Transfers	2,392,900	836,300	338,000	3,268,600	3,268,600
Other Financing Sources				(3,400)	(3,400)
Beginning Balance	1,372,000	2,673,500	3,247,400	3,192,400	522,100
Closing Balance	(2,726,600)	(3,247,400)	(3,399,700)	(522,100)	(405,100)
Lapsing Balance			(62,900)		
Total	\$25,940,100	\$27,768,300	\$26,134,800	\$18,671,400	\$19,282,600
Programs					
Executive Director	746,100	959,100	1,000,400	960,400	958,800
Exec Dir - Fuel Mitigation	445,300				
Information Tech Services	15,000				
Automated Geographic Reference Center	376,600	876,600	456,700	360,600	1,012,100
Administrative Rules	275,000	377,500	280,100	266,500	260,600
DFCM Administration	3,865,000	3,938,600	3,677,500	3,782,400	3,775,500
State Archives	1,867,600	1,930,900	2,064,300	1,951,100	1,872,800
Finance Administration	9,200,000	8,797,400	10,634,600	12,069,100	9,408,300
State Debt Collection	170,800				
Finance - Mandated	3,406,000	5,262,800	3,701,100	482,600	482,600
Post Conviction Indigent Defense	73,000	22,300	27,400	74,000	74,000
Judicial Conduct Commission	225,600	244,600	233,900	223,500	226,900
Finance - Mandated - Retirement				(809,900)	(78,400)
Finance - Mandated - IT				(2,000,000)	
Purchasing	1,274,100	1,358,500	1,378,800	1,311,100	1,289,400
Fleet Capitalization	4,000,000	4,000,000	2,680,000		
Total	\$25,940,100	\$27,768,300	\$26,134,800	\$18,671,400	\$19,282,600
Expenditures					
Personal Services	12,027,200	12,430,800	12,481,900	12,148,700	13,090,400
In-State Travel	81,300	73,100	62,100	76,700	76,700
Out of State Travel	57,600	52,200	45,900	60,600	53,300
Current Expense	2,285,700	3,647,000	3,334,100	2,075,100	2,041,300
DP Current Expense	3,468,900	3,138,700	3,293,600	5,039,600	3,483,500
DP Capital Outlay	827,200	791,900	1,733,900	1,227,300	78,000
Capital Outlay	13,200				
Other Charges/Pass Thru	7,179,000	7,628,300	5,183,300	(1,956,600)	459,400
Depreciation		6,300			
Total	\$25,940,100	\$27,768,300	\$26,134,800	\$18,671,400	\$19,282,600
FTE/Other					
Total FTE	207	209	198	197	203

*General and school funds as revised by Supplemental Bills I-V, 2002 General and Special Sessions. Other funds as estimated by agency.